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| Weekly Huddle Meeting Template |
| Use this template to structure your weekly team huddle, ensuring clear communication, alignment on priorities, and actionable outcomes. |
| Meeting Duration: 15-20 minutes Frequency: Weekly Participants: Entire team |
| Meeting Agenda |
| 1. Kick-Off (2 Minutes) |
| - Welcome: Start on time and greet the team. - Motivational Start: Share a quick quote, success story, or positive update to set an engaging tone. |
| 2. Team Updates (5-7 Minutes) |
| Individual Contributions:  1. What they accomplished last week.  2. Their top priorities for the current week.  3. Any roadblocks they’re facing. |
| 3. Weekly Goals and Priorities (3-5 Minutes) |
| Team Alignment:  1. Highlight key objectives or deadlines for the week.  2. Reinforce team goals and how individual tasks contribute to overall success. |
| 4. Challenges and Roadblocks (3-5 Minutes) |
| Problem Solving:  1. Open the floor for team members to raise concerns or blockers.  2. Collaborate briefly on solutions or assign follow-up actions for unresolved issues. |
| 5. Celebrate Wins and Acknowledge Efforts (2 Minutes) |
| Recognitions:  1. Highlight individual or team achievements from the previous week.  2. Celebrate milestones, completed projects, or positive contributions. |
| 6. Wrap-Up and Action Items (2 Minutes) |
| Summarize Key Takeaways: 1. Reiterate the team’s priorities, deadlines, and responsibilities for the week. 2. Confirm any follow-up actions or next steps. |